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 *notice*
CIA Reg  dated 28 Feb 1953 states that correspondence for the signature of the DCI or the DDCI (and this means correspondence going out of the Agency and needing his signature as well as correspondence requiring his "approval" or "concurrence") should be forwarded with two carbon copies marked for the DCI's files.

Preparing correspondence for the DCI's signature is not a routine procedure and I think it would be well to issue a LO Notice on this subject, or reissue a previous one. Some of the crash, hand-carried correspondence forwarded of late has not had attached sufficient copies.

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Reg.



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